



SECOND JUDICIAL CIRCUIT EMPLOYMENT OPPORTUNITY ANNOUNCEMENT Civil Traffic Infraction Hearing Officer Part-Time Contracted Position

Location: Second Judicial Circuit, Tallahassee, Leon County, Florida

Compensation: \$65.00 per hour

Schedule: Approximately 10-15 hours per month, not to exceed 20 hours per

Closing Date: Open until filled

GENERAL DESCRIPTION

The Second Judicial Circuit is seeking a contract Civil Traffic Infraction Hearing Officer (Hearing Officer) for Leon County to:

- ❖ Conduct in-person civil traffic infraction hearings and adjudicate matters in accordance with Florida Traffic Court Rule 6.630 and applicable Florida statutes.
- ❖ Preside over dockets scheduled at the Charles A. Francis Courthouse Annex (Traffic Court).
- ❖ Timely review and completion of all filed documents on a weekly basis, including, but not limited to, proposed orders, correspondence, and other administrative matters requiring prompt attention.
- ❖ Prepare their own responses to litigant correspondence and to draft dispositions and orders not generated by the Clerk of Court while presiding over a docket.
- ❖ Be available on the third and fourth Wednesday afternoons of each month, based on the current schedule, which is subject to change.

MINIMUM QUALIFICATIONS

- ❖ Applicants must be a member in good standing with The Florida Bar.
- ❖ Completion of a Florida Supreme Court-approved 40-hour educational course pursuant to Rule 6.630(g) is required prior to appointment.
- ❖ Applicants who have not yet completed the training, excluding the 4-hour mentored participation portion (to be completed in Leon County), must include with their application a statement of intent and an anticipated timeline for completion of the program.
- ❖ Knowledge of, and the ability to interpret and apply, Florida Statutes, case law and Florida Rules of Court is required.

ADDITIONAL INFORMATION

- ❖ Continuing education opportunities are available through training programs offered by the Office of Court Education, including an annual program specific to traffic hearing officers, *subject to available state funding*.
- ❖ A Hearing Officer appointed under section 318.30, Florida Statutes, shall have judicial immunity in the same manner and to the same extent as judges.
- ❖ Final applicants will be required to complete an additional pre-employment application.
- ❖ A comprehensive criminal and civil background check will be conducted on all final applicants.
- ❖ A Hearing Officer appointed to this position will be required to enter into a contractual agreement with the Second Judicial Circuit.



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CONFLICT OF INTEREST

Pursuant to section 318.36, Florida Statutes, Civil Traffic Infraction Hearing Officers are governed by the Rules Regulating The Florida Bar and must avoid any actual or perceived conflicts of interest. Hearing Officers may not represent clients before other Hearing Officers or handle appeals of such matters.

During the term of service, Hearing Officers may not accept employment or provide legal services inconsistent with their official duties or applicable ethical standards, including representing clients in county court traffic matters or related appeals.

HOW TO APPLY

Submit the following materials via email to Paula Wright (Watkins) at WatkinsP@leoncountyfl.gov:

- ❖ Cover Letter
- ❖ Resume
- ❖ Certificate of good standing with The Florida Bar
- ❖ Proof of completion of the required 40-hour training OR a statement of intent with an anticipated completion timeline, if not yet completed

We are an equal opportunity employer and do not discriminate on the basis of race, religion, color, sex, age, national origin, or disability.

If you require an accommodation to participate in the application process, please contact Regina Shaw, Second Judicial Circuit ADA Coordinator, at 850-606-4401. Individuals using a TDD may contact her through the Florida Relay Service at 1-800-955-8771.

For questions regarding the application process, please contact Paula Wright at 850-606-4422.